

AGENDA

FRANKLIN CITY COUNCIL
 MONDAY, MARCH 13, 2017 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

6:00 P.M.**WORK SESSION**

Call To Order MAYOR FRANK M. RABIL

WORKSESSION – Council Priorities/Budget Discussion

- A. DFA FY 2016 – 2017 Budget Set aside
 Dan Howe, Executive Director DFA
- B. FY 2017 – 2018 Council Priorities Review

Recess**7:00 P.M.****Regular Meeting**

Call To Order MAYOR FRANK M. RABIL

PLEASE TURN OFF CELL PHONES MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

- 1. **CONSENT AGENDA**
 - A. Minutes: February 27, 2017 Regular Meeting
- 2. **PRESENTATIONS**
 - A. City Geographic Information System (GIS) Parcel Viewer Demonstration
 Donald Goodwin, Community Development Director
 Stewart Blankenship, Business Development w/ WorldView Solutions
- 3. **FINANCE**
 - A. FY 2016 – 2017 City Budget Amendment # 2017 – 10
 - B. Dominion Virginia Power Annual Fuel Adjustment Projection
 Mark Bly, Director, Power and Light
- 4. **OLD/NEW BUSINESS**
 - A. Disabled Veteran Personal Property Tax Exemption Discussion
 Brenda Rickman, Commissioner of Revenue
 - B. City Manager's Report

5. **COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**6. **CLOSED SESSION**

I move that the Franklin City Council meet in closed session to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community pursuant to Virginia Code Section 2.2 – 3711 (A) (5).

Motion Upon Returning to Open Session- I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

7. **ADJOURNMENT**

UPCOMING ITEMS TO BE SCHEDULED

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

SUBJECT**TENTATIVE TIME LINE**

**Joint Budget Work Session w/ School Board
Agencies & Organization Presentations Work Session
Council Budget Work Sessions**

**TBD
March 27, 2017 @ 6:00 p.m.
April 17, 18 & 20, 2017 @ 6:00 p.m.**

CONSENT AGENDA

A. Minutes: February 27, 2017 Regular Meeting

The Franklin City Council continued a recessed meeting from February 22, 2017 on Monday, February 27, 2017 at 6:30 p.m. in the Council Chambers conference room. All members of Council were present, but Councilman Johnson and Councilman McLemore arrived shortly after the recessed meeting was reconvened.

Mayor Rabil called the meeting back to order and asked for a motion to go into closed session.

Councilman Burgess made the motion that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions pursuant to Virginia Code Section 2.2 – 3711 (A) (1). The motion was seconded by Councilwoman Hilliard.

The motion was approved by a 5 – 0 vote (Councilman Johnson and Councilman McLemore absent).

The Council entered into closed session at 6:31 p.m.

Councilman Johnson and Councilman McLemore arrived and entered the closed session at 6:34 p.m.

Mayor Rabil reconvened the open session at 6:58 p.m. and asked for a motion certifying the closed session.

Councilman Scarboro made a motion certifying that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Councilwoman Hilliard.

The motion was approved by a 7 – 0 vote.

The Mayor then declared the recessed meeting adjourned at 6:59 p.m.

The Franklin City Council held its regular meeting on Monday, February 27, 2017 at 7:00 p.m. in the Council Chambers at City Hall.

Council Members in Attendance: Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Linwood Johnson, Bill Scarboro, Mary Hilliard, Greg McLemore and Benny Burgess.

Staff in Attendance: Randy Martin, City Manager; Mark Bly, Director of Power and Light; Chief Phil Hardison, Franklin Police Department; Melissa Rollins, Finance Director; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; Chief Vince Holt, Director of Emergency Services and Donald Goodwin, Director of Community Development.

Others in Attendance: Officer Mario Hunter, Franklin Police Department; Amanda Jarratt, Executive Director of Franklin Southampton Economic Development, Inc.; Dan Howe, Executive Director, Downtown Franklin Association, Inc.; and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone in attendance.

CITIZENS' TIME

Ms. Felicia Blow of 128 Crescent Drive, an officer of the Franklin/Southampton Lambda Psi Omega, chapter of the Alpha Kappa Alpha Sorority addressed Council and advised that the Sorority members intend to become more active in meetings of the Council, County Board of Supervisors and the School Boards; noting that they will not be able to attend all the meetings. Their key interest from an international perspective is: voter participation, educational empowerment for our young people, among other priorities. Ms. Blow stated that their organization has adopted South Street and are having a litter collection event on March 4th at 12:30 p.m. In closing Ms. Blow asked the members of her sorority present to stand and be recognized.

Councilman McLemore commended the members of the organization for their interest in local government and involvement in the community.

Mayor Rabil thanked them all for coming and for their efforts in the community especially for the upcoming litter event on South Street.

AMENDMENTS TO AGENDA

There were no amendments to the agenda.

Consent Agenda**Minutes: February 13, 2017 Regular Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the February 13, 2017 Regular meeting. Hearing none, he asked for a motion. Vice-Mayor Cheatham made the motion to approve the February 13, 2017 Regular meeting minutes and Councilman Johnson seconded it.

The motion was approved by a 7 – 0 vote.

Minutes: February 22, 2017 Called Meeting

Mayor Rabil asked if there were any corrections to the minutes of the February 22, 2017 Called meeting. Hearing none, he asked for a motion. Councilman Johnson made the motion to approve the February 22, 2017 Called meeting minutes and Vice-Mayor Cheatham seconded it.

The motion was approved by a 7 – 0 vote.

Departmental Reports: January, 2017

No comments were made concerning the departmental reports distributed in a separate file.

Presentations**2017 Hampton Roads Hazard Mitigation Plan Resolution # 2017 – 02**

Manager Martin introduced Chief Holt to make the presentation concerning the Hazard Mitigation Plan update; but asked him to address the Council concerning an award he was going to receive from VML on behalf of the City on February 28, 2017.

Chief Holt informed Council that the City of Franklin is receiving an award from VML celebrating risk management efforts by successfully providing 90% or more of all city vehicle drivers with defensive driver training. The city will also realize a discount in vehicle insurance for meeting requirements.

Chief Holt presented the 2017 Hampton Roads Mitigation plan update and Resolution # 2017 – 02. Chief Holt gave background and a summary report of the changes made to the plan during the process over the past year.

Like all municipalities, for decades the City of Franklin has had some semblance of an Emergency Operations Plan (EOP) which details among other things how the city responds to various hazards and emergency events that inevitably occur. Such events range from isolated spills of hazardous materials and associated cleanup activities to larger scale natural disasters such as hurricanes. These EOP's have evolved as a community's experience grows and as guidance from the City's federal and state partners is provided.

Throughout the years, the state in the form of Emergency Management agencies and the feds through FEMA have taken more assertive roles in directing community planning and preparation and most notably in efforts to mitigate the impacts of events. This is not surprising since the federal and state governments have a history of providing significant monetary compensation to communities when large scale disaster declarations are made. Federal and state financial assistance has not been limited to disaster recovery, but also to providing funding for planning and to actually perform damage mitigation activities. The City of Franklin has been the recipient of much assistance to this end. Also not surprising; the federal and state funding has attached strings to access their grant funding for planning and what they refer to as hazard mitigation. These "strings" were greatly enhanced as a result of the impacts of Hurricane Katrina especially at the federal level and the major costs of recovery that resulted. Local governments have long been fortunate that the feds have consistently provided 75% reimbursement funding for disaster assistance with most states including Virginia providing the remaining 25% thus making impacted communities whole in terms of local government direct expenditures.

As a new requirement for the 2016 update, FEMA and the state have pushed the concept of regional efforts to consolidate plans. This has been encouraged by providing fewer grant funds for planning efforts aimed at making the process more efficient and lower overall cost to the funding partners. The 2016 effort is the initial regional plan which has been led by the Hampton Roads Planning District Commission of which the City is a member. City officials have been involved throughout the process of updating plan documents with our focus on the Franklin specific elements of the plan. Over the past months, the Plan - evolved and was presented to the public at workshops and public input meetings held throughout the region with city representatives attending the meetings held nearby in Courtland and Isle of Wight for our area. A notice was also published in the Tidewater News. The draft plan changes were then finalized and submitted to FEMA and state Emergency Management for concurrence. Both agencies have now approved the proposed plan and amendments contingent upon adoption by all HRPDC member jurisdictions of a Resolution of acceptance.

After discussing all the categories of mitigation activities and Franklin's key mitigation actions, Vice-Mayor Cheatham read the 2017 Hampton Roads Hazard Mitigation Plan Resolution # 2017 – 02 aloud. Vice-Mayor Cheatham made the motion to approve it as presented. Councilman Burgess seconded the motion.

The motion was approved by a 7 – 0 vote.

Commercial Rehabilitation Loan Program

Mayor Rabil introduced Ms. Amanda Jarratt, Executive Director of Franklin Southampton Economic Development, Inc. (FSEDI) to present the Commercial Rehabilitation Loan Program on behalf of the Business Friendly Committee. The City of Franklin, through the repayments from previous low interest loans, has established a revolving loan fund which is proposed to be used for the restoration, renovation, rehabilitation, and preservation of commercial buildings within the corporate limits of the City of Franklin. Funds will be limited to physical improvements to the facility. These loans will be available to all commercial businesses in the City of Franklin; it is not restricted to just the downtown area.

The eligibility requirements as recommended by the Business Friendly Committee are:

1. Real property to be improved must be located within the corporate limits of the City of Franklin.
2. Improvements to be made with the loan proceeds are limited to the cost for restoration, renovation, rehabilitation and preservation of commercial buildings and structures.
3. Only new loan applications will be accepted. No refinancing of an earlier Low Interest Loan for building improvements will be allowed under this program.
4. Applicant shall have no current delinquent payments from a previous low interest loan for one year prior to application.
5. Applicant shall be in good standing with the City of Franklin. All real estate taxes, personal property taxes, sales taxes, meals taxes, and all utility accounts with the City of Franklin must be current. In addition, no nuisance liens must have been attached to the real property.

The maximum amount of any loan under this program shall be \$35,000. The minimum amount shall be \$5,000.

The terms and conditions are recommended as follows:

1. Loans will be made available for a fixed interest rate of 1% above the existing prime rate at the time the loan is approved.
2. The repayment term may vary up to a maximum of 7 years.
3. Repayment shall be in equal monthly installments of principal and interest commencing on the first of the month after the project has been completed.
4. Up to 15% of the loan may be applied to soft costs for the hiring of an approved architect, architectural designer, interior designer, or contractor to prepare façade improvement plans and specifications.
5. Loan applications shall be approved by a committee appointed by Franklin City Council consisting of a representative of the City of Franklin, Franklin Southampton Economic Development, Inc., the Downtown Franklin Association and the Franklin Southampton Area Chamber of Commerce.
6. A Deed of Trust will be placed on the property by the City of Franklin to secure the loan.
7. All contractors shall submit lien waivers from subs and suppliers before full payments are made.

The details of the application process are recommended as follows:

1. Applicant is advised to solicit help and advice from the FSEDI and the City of Franklin on any proposed work to be done with approved loan program funds.
2. Applicant shall submit the following items to the committee referenced above:
 - a) Application form
 - b) Design approval packet
 - c) Financial approval information
 - d) Estimates from a qualified/licensed contractor.
3. The design packet shall be reviewed by the committee for design quality and for adherence to applicable policies, requirements, codes, and appropriateness as determined by the City of Franklin Department of Community Development.
4. No loan shall be made until the committee receives a signed bid from a qualified contractor for the proposed work. Estimates may differ from bids changing the loan amount.
5. A statement addressing asbestos inspections for buildings built before 1985 shall accompany the application.
6. The financial information shall be reviewed by the appointed committee for financial feasibility and collateral requirements.
7. The committee will contact the applicant as to the Committee's decision and requirements.

After discussion and a number of questions on the program, it was a consensus that this come back for formal action by Council on the recommendation and any budget elements at a later date. The recommendation was made that city staff with input from the Business Friendly Committee consider the Council comments and develop next steps for implementing the program once formally approved.

FINANCE

Financial Report: January, 2017

General Fund

Director Rollins presented highlights of the January, 2017 Financial Report. Director Rollins stated that this financial report reflects seven months of revenue and expenditure in most cases. She noted that this report is a one month update on the more detailed mid-year report given at the last meeting.

Revenue Highlights

Overall General Property Taxes collected in the amount of \$4.37 million is close to \$4.6 million collected in FY 2016.

- **Current Real Estate taxes** - \$2.63 million is \$3,000 or 1.3% less than the prior year.
- **Delinquent RE taxes** of \$165,599 are on target with 69% of the budget realized even though collections lag prior year period.
- **Personal Property taxes** at \$1.39 million are 93% of budget and 6.3% higher than prior period collections of \$1.31 million.
- **Penalty and Interest** at \$65,385 is 25% of budget and down from the prior year collections of \$87,213 and has made some gain since the prior year.
- **Public Service Corporation taxes** are \$68,168 or 101% of budget.

Local Tax Revenue realized is 58.5% of Budget.

- Local Sales & Use taxes collected are \$1,043,771

- Cigarette Taxes collected are \$176,454
- Meals Taxes collected are \$868,795
- Lodging Taxes collected are \$79,802

Revenue Summary

Overall, total current general fund revenue reported at \$12.38 million (54.4% of budget) is a net of \$573,000 less when compared to the \$11.62 million (56.1 % of budget) realized at 1/31/16.

General Fund Expenditure Highlights

General Fund expenditures at the end of the period total \$12.57 million and represents 55% of the total budget; when compared to the prior year period of \$12.36 million, this is \$204,000 or less than a 2.0% increase.

Enterprise Funds

Airport Fund

Revenue from fuel sales and airport rental fees are on target with budgeted projections with 54% of budget realized. Airport rental and fees are on target with 58% of the budget realized.

Expenditures in the fund are higher primarily as the result of jet fuel purchases in the current year. No purchases had been made for jet fuel in the prior year period ending January of 2016.

Cash balance in the Airport Fund is a negative \$123,000; while a general fund transfer is due to the fund of \$133,249.

Water & Sewer Fund

Revenue Analysis

- Revenue from the sale of water and sewer service charges of \$1.68 million at the end of the period is tracking on target at 56.8% of the budget.

Expenditure Analysis

- Expenditures in the Fund are \$1.85 million and tracking similar to the prior year; expenditures in the current year for sewer system and waste water treatment plant costs have exceeded the prior year while expenditures associated with the water division are less.
 - A portion of the additional costs are associated with Hurricane Matthew related expenditures – the city's project work sheet for FEMA is \$103,000 for water and sewer related costs and is slated for potential federal reimbursement to the City at 75%.

Cash Balance

- The cash balance in the Fund at the end of the month is \$1.42 million down from the \$1.70 million, reported last month and 5.6% less than the \$1.52 million reported in the prior year period.

Solid Waste Fund

Revenue Analysis

- Revenue for the Solid Waste Fund is on target with budgeted projections at \$753,923 or 57% and is comparable to prior year period collections of \$754,923.

Expenditure Analysis

- Total expenditures as shown at \$688,213 are nearly the same as the prior period expenses and represent 45% of the total budget.

Cash Balance

- The cash balance in the Fund at the end of the month is \$418,851. Cash in the fund slightly increased from the prior month but is a 17% decrease from the prior year period as anticipated due to the “Pay as You Go” alternative to purchase capital equipment in the prior year.

Electric Fund

Revenue Analysis

- **Revenue** from energy sales at \$8.76 million is on target at 58.0% of budget.
- **Expenditures** associated with the sale of energy for seven months of the fiscal year (excluding the fuel adjustment) at \$5.95 million is currently on target with 57% of the budget expended. This is higher than the prior year period of \$5.41 million, about 55% of the budget. The costs of service in January 2017 were \$290,000 or 41% higher than January 2016.

Cash Balance

Cash in the Electric Fund at \$554,258 decreased by \$237,342 or nearly 30% from the prior month period cash of \$791,600. Reasons for the decline were noted in the report.

Policy Evaluation

Cash is below minimum policy guideline of \$1.494 million by \$939,000.

There were no questions or comments concerning the January, 2017 financial report.

FY 2016 – 2017 School Fund Budget Amendment # 2017 – 08

Ms. Rollins presented the FY 2016 – 2017 School Fund Budget Amendment # 2017 – 08. The Franklin City School Board has requested the following supplemental appropriations to the FY 16 – 17 Budget to reflect the award of local and federal grants as listed:

Grant/Donation	Amount	Purpose
Obici Healthcare Foundation	\$62,500	School Psychologist & Behavioral Intervention
Franklin Southampton Charities	\$ 7,500	FHS DECA for Marketing
Franklin Southampton Charities	\$17,825	Future Problem Solving
Opportunity, Inc.	\$76,000	WIOA Youth Program
International Paper	\$ 3,000	Robotics Program
Total	\$166,825	

The required action from City Council is to accept the donations and grant awards, amend the additional revenue to the FY 16 – 17 Budget and appropriate the funds for expenditure as outlined by adopting Budget Amendment # 2017 - 08

Mayor Rabil asked if there were any questions or comments.

Councilman Burgess recused himself from the vote due to a conflict. (His wife is employed by the School Division and is a part of the robotics program.)

Vice-Mayor Cheatham made the motion to approve FY 2016 – 2017 School Fund Budget Amendment # 2017 – 08 as presented. Councilman Johnson seconded the motion.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Scarboro, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, ABSTAIN; Councilman McLemore, AYE and Mayor Rabil, AYE.

FY 2016 – 2017 City Budget Amendment # 2017 – 09

Ms. Rollins presented the Fund 201 and Fund 100 – Social Services and General Fund FY 2016 – 2017 City Budget Amendment # 2017 – 09. The City of Franklin has received the following donations and awards as listed:

Grant/Donation	Amount	Purpose
Obici Healthcare Foundation (Franklin DSS)	\$32,070	Franklin Social Services for Medicaid Outreach & Detention
Franklin Fire & Rescue – General Fund	\$ 5,600	Donation for fire and rescue equipment
Franklin Police Dept – General Fund	\$ 400	Police Supplies
Total	\$38,070	

The required action from City Council is to accept the grant award and donation's, to amend the additional revenue to the FY 16 – 17 Budget and appropriate the funds for expenditure by approving Budget Amendment # 2017 – 09.

Vice-Mayor Cheatham made the motion to approve City Budget Amendment # 2017 – 09 as presented. Councilwoman Hilliard seconded the motion.

Mayor Rabil asked if there were any questions or comments; hearing none Council voted.

The motion was approved by a 7 – 0 vote.

OLD/NEW BUSINESS

Franklin City School Board Ward 5 Vacancy Appointment

Mayor Rabil asked for the desire of Council.

Councilwoman Hilliard made the motion to appoint Ms. Jessica Grant to fill the unexpired term for the Ward 5 vacancy on the Franklin City School Board and Vice-Mayor Cheatham seconded it.

Mayor Rabil asked if there were any questions or comments; hearing none Council voted.

The motion was approved with the vote as follows:

Councilman Johnson, ABSTAIN; Councilman Scarboro, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman McLemore, ABSTAIN; Councilman Burgess, AYE; and Mayor Rabil, AYE.

Franklin Business Center Update

Mayor Rabil recognized Ms. Amanda Jarratt, Executive Director of FSEDI, which is the agency that manages the Franklin Business Center, to present the Franklin Business Center Update. Ms. Jarratt presented a PowerPoint presentation briefing Council on the facility, its partnerships, and what they do. Ms. Jarratt detailed the services that they offer to new businesses trying to establish themselves and the services that they receive from her staff. The Incubator currently is at 72% occupancy. This is despite the Center's largest client having recently relocated most of their operation to a newly renovated space across the street.

Councilman Johnson endorsed the success of the Economic Development program that we have here in the City of Franklin and under the leadership of Ms. Jarrett. Councilman Burgess thanked Council for their support of the Franklin Business Center and the members of the Franklin Business Center Advisory Board.

Mayor Rabil thanked Ms. Jarratt for her presentation and all of her hard work to make the Center successful.

City Manager's Report

CSX Update

Manager Martin advised Council that the repairs done to the crossings in Franklin have been completed.

Parks and Recreation Award

The City of Franklin received the Field of Excellence award for the third consecutive year for the Armory Park field. Manager Martin congratulated Mr. Clay Hyatt for all his efforts and all the others associated with the maintenance of the field for all their hard work.

SPSA Landfill

Manager Martin advised Council of an unusual condition in landfill operations recently reported to DEQ by SPSA. Manager Martin assured citizens that the SPSA landfill has had no breach affecting environmental quality based upon an engineer's assessment of the situation which was reported to the Board. Manager Martin stated that there are several actions being taken by SPSA to address the problem.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**City/County Utility Asset Valuation Contract Award**

Councilman Burgess advised Council that this contract is a planned next step in a project that we have been working on for the last couple of years. He updated council on the City/County Utility Study Subcommittee and their recommendation to award a contract for consulting services specifically including a utility asset valuation in partnership with Southampton County sharing the cost. The committee is requesting that the City Council and the Board of Supervisors consider approving this recommendation as soon as possible consistent with the next steps to be taken since the City/County began evaluating options for collaboration on utility services.

Included in the Agenda package is the Request for Proposals for the water & sewer systems valuation analysis and related consulting services for consideration to authorize the City Manager to consent to the proposed contract obligating the city's commitment to share in the cost with the County. The task was identified in the 2015 study as the first next step to be taken and Council approved an appropriation of \$50,000 in the FY 2016 – 2017 budget for the city's share of the cost.

After considerable discussion on the matter, Councilman Burgess made the motion to authorize the City manager to consent to the proposed contract obligating the city's commitment to share in the cost with the County. Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

Vice-Mayor Cheatham reported on the meetings he attended at the HRPDC and the HRTPO. He advised that they were short meetings and they will not have any meetings in March.

Councilman Johnson reported on attending the Town Hall meeting held by Congressman Bobby Scott on February 25th at the PDCCC Workforce Development Center concerning the Affordable Care Act.

Mayor Rabil reported there was a Business Friendly meeting last week. DFA has an upcoming meeting. Council talked about upcoming We Be Jammin events and the Car Show starting in May. Mayor Rabil mentioned making sure that these events get posted in City Clips and on the website.

Manager Martin stated that there was no need for an additional closed session after the meeting.

Condolences were expressed by the Council to Mr. Michael Artis, Sign Maintenance Technician in Public Works, on the recent death of his mother.

Adjournment

Vice-Mayor Cheatham made a motion to adjourn the meeting which was seconded by Councilman Burgess.

The motion was approved by a 7 – 0 vote.

Mayor Rabil declared the meeting adjourned at 9:12 p.m.

These Minutes for the February 27, 2017 City Council Regular Meeting were adopted on the 13th day of March, 2017.

Mayor

Clerk to City Council

PRESENTATION

- A. City Geographic Information System (GIS) Parcel Viewer Demonstration**
Donald Goodwin, Community Development Director
Stewart Blankenship, Business Development w/ WorldView Solutions



March 7, 2017

To: Mayor & Council Members
From: R. Randy Martin
Subject: GIS Parcel Viewer Demonstration

As the enclosed PRESS RELEASE describes, the City has recently completed a major upgrade of its Geographical Information System (GIS) capabilities. The City staff effort was led by Steve Newsome, Network System Administrator and Donald Goodwin, Director of Community Development. All impacted city departments participated in the effort. As the release details, this has been a comprehensive undertaking, and I am quite pleased with the outcome.

At the Council meeting, Director Goodwin and a Business Development representative of WorldView will be here to present a demonstration to Council and the public on the features of the new City GIS information now available on the website for public access. Through media services, the City will be promoting the initiative and its availability for public use. This is a major step forward in efficiency and transparency for city services and public information availability. I recognize and appreciate the efforts of all involved in making this goal a reality.

Action Recommended: No action of Council is necessary.

Enclosure

Contact: Steve
Newsome
Network Administrator 207 West Second Avenue
Phone: (757) 562-8512 Franklin VA 23851



PRESS RELEASE

The City of Franklin Announces Release of their Geographical Information System Parcel Viewer for Public Use

The City of Franklin recently implemented and deployed a GIS Parcel Viewer created by WorldView Solutions with assistance of City Staff, a web mapping application to serve as the City's web mapping platform. The application provides the public and City staff with the ability to query, display and analyze the City's tax parcel GIS layer and information contained in the assessment database. This includes searching for parcel information, display of detailed data results including but not limited to zoning, floodplain and utility information from the assessment database and a fully functional application that combines this data with other GIS information. These tools provide the public and staff alike with easy and functional access to critical City data and other GIS information. For more information please visit the Franklin city website at www.franklinva.com or use the following link:

<http://www.franklin.mapsdirect.net/Account/Logon>

FINANCE

- A. FY 2016 – 2017 City Budget Amendment # 2017 – 10**
- B. Dominion Virginia Power Annual Fuel Adjustment Projection**
Mark Bly, Director, Power and Light



DEPARTMENT OF FINANCE

March 7, 2017

TO: Randy Martin
City Manager

FROM: Melissa D. Rollins *Melissa D. Rollins*
Director of Finance

RE: **FY 2016-17- Budget Amendment**

1. Budget Amendment #2016-10 - General Fund -

VDOT Primary Extension Paving Projects

The City was allocated funds from the Virginia Department of Transportation (VDOT) for Primary Extension Paving Improvement Projects as follows:

<i>Paving Project</i>	<i>Amount Allocated</i>	<i>Amount Spent</i>
From Intersection of South & High St. to the Intersection of S. Main & Elm St.	140,000	\$133,327.40
From East St. to North Main St.	<u>\$150,000</u>	<u>\$113,453.60</u>
Total Award	\$290,000	256,781.00

According to the Standard Project Administration Agreement, the award is 100% reimbursable after the expenditure by the City. This project is not associated with the paving improvements under the Street & Highway Maintenance Funds and was not included in the FY 16-17 adopted budget. The City is requesting an appropriation of **\$256,781** (amount spent) to the Streets Budget to cover the cost of the project. Funds have been reimbursed to the City.

Fire & Rescue Donation

Franklin Fire & Rescue received a miscellaneous donation in the amount of **\$2,847**. The request is to add these funds to the Fire & Rescue FY 16-17 budget (Fire Hose & Equipment).

Streets & Highway Maintenance Funds

The City will receive more than the FY 16-17 budgeted amount from the State for Street & Highway maintenance funds based on the actual payment rates per lane mile as provided subsequent to adoption of the FY 16-17 budget. The actual amount in state revenue will be \$1,690,241; the adopted budget amount is \$1,634,552 for a difference of **\$55,690**. The request is to add these funds to the Streets budget (asphalt paving projects).

Capital Projects – School Fund

Appropriations lapse at the end of the fiscal year for the capital projects funds. At the close of FY 2015-2016, QZAB loan proceeds in the amount of **\$144,258** remained unspent. The request is to re-appropriate the unused proceeds to the ensuing year budget per budget policy.

Required Action from Council:

1. Amend the FY 2016-2017 General Fund Budget to reflect the receipt of state and local revenue as outlined and appropriate the funds for expenditure.
2. Amend the FY 2016-2017 School Capital Projects budget to reflect unused loan (QZAB) proceeds not spent as of June 30, 2016 and appropriate the funds for expenditure.

BUDGET AMENDMENT 2017-10

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2017-10 City Budget is hereby amended as follows:

- 1) *To authorize supplemental appropriations of state and local funds, and to appropriate the additional revenue for expenditure in FY 16-17.*
- 2) *To authorize the unused appropriations of funds remaining in the FY 15-16 budget to complete School Projects per budget (QZAB carryover).*

		Revenue	BUDGET FY 15-16	Amended Budget	Increase/ Decrease
General Fund Budget Amendment #1					
18990	3001	Donation	10,600	13,447	(2,847)
24040	6	Streets & Highway Maintenance Funds	1,634,551	1,690,241	(55,690)
24040	28	VDOT Primary Extension Paving Award	-	246,781	(246,781)
		Total Revenue Amendment			(305,318)
32100	8101	Fire Hose & Equipment	35,875	38,722	2,847
41200	8333	Street Paving Improvement	510,085	565,775	55,690
41200	8303	VDOT Primary Road Extension-Paving Projects	-	246,781	246,781
		Total Expenditure Admendment			305,318
School Project Capital Budget Amendment #2					
41050	1000	Use of Fund Balance - Unused Loan Proceeds		144,258	(144,258)
61000	7200	QZAB Loan Expenditures	-	144,258	144,258
					-

*Certified copy of resolution adopted by
Franklin City Council.*

Clerk to the City

Agenda
Franklin City Council
March 13, 2017

Appendix A

Project Number: 0258-145-156 UPC: 109445 CFDA # N/A Locality: City of Franklin

Project Location ZIP+4: 23851	Locality DUNS# N/A	Locality Address (incl ZIP+4): 1050 Pretlow Street Franklin, VA 23851-2070
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Project Narrative	
Scope:	Primary Extension Bus Rte 258/2nd Ave (City of Franklin)
From:	East Street
To:	North Main Street
Locality Project Manager Contact info: Russ Pace 757-562-8652 rpace@franklinva.com	
Department Project Coordinator Contact Info: Chessa Villaflores 757-925-2227 CVillaflores@Virginidot.org	


Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$148,500	\$148,500
Estimated VDOT Project Expenses	\$0	\$0	\$1,500	\$1,500
Estimated Total Project Costs	\$0	\$0	\$150,000	\$150,000


Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est VDOT Expenses)
Preliminary Engineering	\$0	State Funds	0%	\$0	\$0	\$0
				\$0	\$0	
				\$0	\$0	
Total PE	\$0			\$0	\$0	
Right of Way & Utilities						\$0
Total RW						
Construction	\$150,000	State Funds	0%	\$0	\$150,000	\$148,500
				\$0	\$0	
				\$0	\$0	
Total CN	\$150,000			\$0	\$150,000	
Total Estimated Cost	\$150,000			\$0	\$150,000	\$148,500

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$150,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$148,500

Project Financing				
State of Good Repair State Funds				Aggregate Allocations
\$150,000				\$150,000

- Program and project Specific Funding Requirements**
- This project shall be administered in accordance with VDOT's Urban Manual
 - This project shall be administered in accordance with VDOT's Locally Administered Projects Manual
 - This project shall meet all applicable ADA requirements
 - The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department
 - Funds for this project are not available until July 1, 2016
 - This project must be advertised within six months of award funding or be subject to de-allocation
 - This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$150,000 (if applicable)
 - Total project allocations: \$150,000


 Authorized Locality Official and date
 Robert R. Martin
 Typed or printed name of person signing

 7/15/16
 Authorized VDOT Official
 Recommendation and Date
 Sonya Hallums-Ponten
 Typed or printed name of person signing

Appendix A

Project Number: 0258-145-155 UPC: 109446 CFDA # N/A Locality: City of Franklin

Project Location ZIP+4: 23851	Locality DUNS# N/A	Locality Address (incl ZIP+4): 1050 Pretlow Street Franklin, VA 23851-2070
-------------------------------	--------------------	---

Project Narrative	
Scope	Primary Extension Rte 258 (City of Franklin)
From:	Intersection of South and S. High
To:	Intersection of S. Main and Elm
Locality Project Manager Contact Info:	Russ Pace 757-562-8652 rpace@franklinva.com
Department Project Coordinator Contact Info:	Chessica Villaflors 757-925-2227 CVillaflors@VirginiaDOT.org

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$138,500	\$138,500
Estimated VDOT Project Expenses	\$0	\$0	\$1,500	\$1,500
Estimated Total Project Costs	\$0	\$0	\$140,000	\$140,000

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$0	State Funds	0%	\$0	\$0	\$0
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$0			\$0	\$0	
Right of Way & Utilities						\$0
Total RW						
Construction	\$140,000	State Funds	0%	\$0	\$140,000	\$138,500
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$140,000			\$0	\$140,000	
Total Estimated Cost	\$140,000			\$0	\$140,000	\$138,500

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$140,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$138,500

Project Financing					
State of Good Repair State Funds					Aggregate Allocations
\$140,000					\$140,000

Program and project Specific Funding Requirements		
<ul style="list-style-type: none"> This project shall be administered in accordance with VDOT's Urban Manual This project shall be administered in accordance with VDOT's Locally Administered Projects Manual This project shall meet all applicable ADA requirements The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department. Funds for this project are not available until July 1, 2016 This project must be advertised within six months of award funding or be subject to deallocation This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$140,000 (if applicable) Total project allocations: \$140,000 		


 Authorized Locality Official and Date

Robert R. MARTIN
 Typed or printed name of person signing

 7/15/16
 Authorized VDOT Official
 Recommendation and Date

Sonya Hallums-Ponta
 Typed or printed name of person signing



Public Works Department

January 25, 2017

*Ms. Chessica Villaflores
Hampton Roads District
Virginia Department of Transportation
1700 North Main Street
Suffolk, Virginia 23434*

*Re: Construction Reimbursement Invoice #2
Mill and Overlay Rte. 258
Project Number: 0258-145-155; UPC 109446*

Dear Ms. Villaflores:

We are requesting reimbursement of \$133,327.40 for construction related costs for the above referenced project. The processed invoice and cancelled checks are attached. Please reference UPC# 109446 with the reimbursement.

If you have any questions or require additional information regarding this project, please contact me at 757-562-8562.

Sincerely,

*Russell L. Pace
Director of Public Works*



Public Works Department

January 25, 2017

*Ms. Chessica Villaflores
Hampton Roads District
Virginia Department of Transportation
1700 North Main Street
Suffolk, Virginia 23434*

*Re: Construction Reimbursement Invoice #1
Mill and Overlay Rte. 258 / 2nd Ave.
Project Number: 0258-145-156; UPC 109445*

Dear Ms. Villaflores:

We are requesting reimbursement of \$113,453.60 for construction related costs for the above referenced project. The processed invoice and cancelled checks are attached. Please reference UPC# 109445 with the reimbursement.

If you have any questions or require additional information regarding this project, please contact me at 757-562-8562.

Sincerely,

*Russell L. Pace
Director of Public Works*

SUMMARY REPORT

DATE: 6/1/2016

TIME: 7:22:33AM

VIRGINIA DEPARTMENT OF TRANSPORTATION
 URBAN MAINTENANCE INVENTORY
 LOCAL ASSISTANCE DIVISION

(145) City of Franklin

(23) Hampton Roads

(05) Hampton Roads

MILEAGE SUMMARY

STATE
 FUNCTIONAL
 CLASSIFICATION

LENGTH

PEAK HOUR
 MOVING
 LANE MILES

Arterial - Principal	(ARP)	3.05	10.83
Arterial - Minor	(ARM)	12.04	29.02
Collector	(COS)	5.18	10.30
Local	(LOS)	30.45	60.74
TOTAL		<u>50.72</u>	<u>110.89</u>

STATE ARTERIALS		15.09	39.85
COLLECTOR and LOCAL		35.63	71.04
TOTAL		<u>50.72</u>	<u>110.89</u>

STATE ARTERIALS

Prior Year
 19,958

39.85 LM x \$ 20,717 PER LM = \$ 825,572. 45

COLLECTOR / LOCAL

Prior Year
 11,719

71.04 LM x \$ 12,161 PER LM = \$ 863,917. 44

TOTAL

\$ 1,689,489. 89



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

CHARLES A. KILPATRICK, P.E.
COMMISSIONER

June 16, 2016

To: Cities and Towns in the Urban System

Subject: Street Payments to Cities and Certain Towns under Section 33.2-319 of the Code of Virginia

In accordance with Section 33.2-319 of the *Code of Virginia*, the payment rates per lane mile for street payments have been updated for fiscal year 2016-2017 as follows:

Principal Minor Arterial Roads \$ 20,717 per lane mile

Collector Local Streets \$ 12,161 per lane mile

These rates will be applied to eligible lane mileage for each classification as of July 1, 2016. The attached inventory and mileage summary reflects any approved adjustments in lane mileage that your municipality submitted to the Department during the past year. While we have made every effort to ensure the accuracy of the inventory, we recommend that you check for omissions and errors, etc., and advise this office of any changes needed.

Payments have been approved by the Commonwealth Transportation Board and will be made at the end of each quarter of the fiscal year by Electronic Data Interface (EDI).

Equipment rental rates can be found via the Blue Book, or rates through FEMA for declared emergencies only. The Rental Rate Blue Book can be found on the Equipment Watch webpage at <http://www.equipmentwatch.com/marketing/product/331/rental-rate-blue-book-equipment-costs>. For emergencies, the FEMA Equipment Rates can be found at (<http://www.fema.gov/government/grant/pa/eqrates.shtm>). The cost of the Rental Rate Blue Book purchase can be paid for utilizing maintenance funds.

Cities and Towns in the Urban System
June 16, 2016
Page 2

If you have questions or need additional information, please do not hesitate to contact me at (804) 225-4466. Thank you for your continued partnership.

Sincerely,

A handwritten signature in black ink that reads "Sharon L. McGhee". The signature is written in a cursive style with a large initial 'S'.

Sharon L. McGhee
Local Financial Manager
Local Assistance Division

Enclosure

Cc: District Administrators
Residency Administrators



Account Statement

For the Month Ending June 30, 2016

Franklin City - 2014 GO SCHOOL BONDS - PRINC - SNAP00138-034

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
PFM Funds - Prime, SNAP Class					
Opening Balance					166,285.14
06/01/16	06/01/16	Redemption - Outgoing Wires	1.00	(24,636.35)	141,648.79
06/30/16	07/01/16	Accrual Income Div Cash - Distributions Transferred to Account Number: SNAP00138-035	1.00	64.82	141,648.79
Closing Balance					141,648.79

	Month of June	Fiscal YTD January-June		
Opening Balance	166,285.14	371,649.14	Closing Balance	141,648.79
Purchases	0.00	0.00	Average Monthly Balance	141,648.79
Redemptions (Excl. Checks)	(24,636.35)	(230,000.35)	Monthly Distribution Yield	0.56%
Check Disbursements	0.00	0.00		
Closing Balance	141,648.79	141,648.79		
Cash Dividends and Income	64.82	725.29		



Account Statement - Transaction Summary

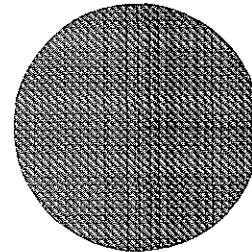
For the Month Ending **June 30, 2016**

Franklin City - 2014 GO SCHOOL BONDS - INT - SNAP00138-035

PFM Funds - Prime, SNAP Class	
Opening Market Value	2,542.73
Purchases	65.98
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$2,608.71
Cash Dividends and Income	1.16

Asset Summary		
	June 30, 2016	May 31, 2016
PFM Funds - Prime, SNAP Class	2,608.71	2,542.73
Total	\$2,608.71	\$2,542.73

Asset Allocation	
PFM Funds - Prime, SNAP Class	100.00%



PFM Funds - Prime,
SNAP Class
100.00%





March 7, 2017

To: Mayor & Council Members
From: R. Randy Martin
Subject: Dominion Virginia Power Annual Fuel Adjustment Projection

As the attached email from Director of Power & Light Mark Bly details, each year effective on April 1st, Dominion Virginia Power reviews and adjusts the wholesale fuel charge they levy against customers based upon consumption. The City has no choice but to pass this cost through to all classes of customers. The impact of this change will be reflected on the subsequent month's utility billings.

Director Bly will be at Monday's Council meeting to review the impact of the proposed change in the fuel charge scheduled to be effective April 1, 2017. Also enclosed is an excerpt from the FY 2016 – 2017 budget document that has been updated to include this projected change.

Action Recommended: No action of Council is necessary.

Enclosures (2)

From: [Robert Randy Martin](#)
To: [Teresa L. Rose-McQuay](#)
Subject: FW: Fuel Adjustment Charge
Date: Tuesday, March 07, 2017 3:51:12 PM

From: Mark Bly
Sent: Monday, March 06, 2017 12:52 PM
To: Robert Randy Martin
Cc: Melissa D. Rollins
Subject: Fuel Adjustment Charge

As you are aware the wholesale fuel adjustment charge adjusts every April 1st. VMEA has been notified by Dominion Virginia Power that the FAC current rate of \$0.00225 per KWH is projected to increase to \$0.00825 beginning April 1, 2017. This charge is a direct pass through to our retail customers which means for a residential customer using 1000 KWH per month, the FAC component would increase from \$2.25 per month to \$8.25 per month.

Below is a chart that indicates historical FAC.

HISTORICAL FUEL CHARGES

YEAR		PER kWh	CHANGE
2006		\$ 0.01330	
2007		\$ 0.01216	-9%
2008		\$ 0.02279	87%
2009	April	\$ 0.01096	-52%
	November	\$ 0.00556	-49%
2010		\$ 0.01241	123%
2011		\$ 0.01723	39%
2012		\$ 0.00931	-46%
2013		\$ 0.01177	26%
2014		\$ 0.01604	36%
2015		\$ 0.00927	-42%
2016		\$ 0.00225	-76%
2017	projected	\$ 0.00825	267%

Mark Bly
Director Power & Light
City of Franklin
1050 Pretlow St.
PO Box 179
Franklin, VA 23851
Phone 757-562-8566
Cell 757-319-1177
Fax 757-562-7883
mbly@franklinva.com

Excerpt from FY 2016-2017 Budget Document

(2017 Added)

Table 4 below provides a history of the fuel charges that are a direct pass through from Dominion to Franklin Power & Light residential customers using an average of 1000 kwh per month. As mentioned, a decrease in the fuel rate charge positively impacts customer's electric bills causing a reduction in the charges for use of electricity, while an increase in the fuel rate charge results in an increase in charges for the use of electricity.

Year	FuelCharge per kWh	Prior Year Change %	Dollar Change
2006	\$0.01330		
2007	\$0.01216	-9.0%	-1.14
2008	\$0.02279	87%	10.63
2009 Apr.	\$0.01096	-52%	-11.83
2009 Nov.	\$0.00556	-49%	-5.4
2010	\$0.01241	123%	6.85
2011	\$0.01723	39%	4.85
2012	\$0.00931	-46%	-7.92
2013	\$0.01177	26%	2.46
2014	\$0.01604	36%	4.27
2015	\$0.00927	-42%	-6.77
2016	\$.00225	-75.7%	-7.02
2017*	\$.00825	267%	6.00
NetChange Since 2006			-5.02

Table 4

*Projected Rate Change -April 1, 2017

OLD/NEW BUSINESS

- A. Disabled Veteran Personal Property Tax Exemption Discussion
Brenda Rickman, Commissioner of Revenue**
- B. City Manager's Report**



March 7, 2017

To: Mayor & Council Members
From: R. Randy Martin, City Manager
Subject: Disabled Veteran Personal Property Tax Exemption Discussion

A citizen inquiry initiated a review of the City's policies regarding Disabled Veteran Tax Exemptions allowed by the Commonwealth of Virginia. The City of Franklin provides for a real property tax exemption for qualifying disabled veterans; however, the City currently does not provide for a personal property tax exemption for a vehicle which is also allowed under state law. Since Isle of Wight and Southampton County currently do allow a full personal property tax exemption for one vehicle for qualifying disabled veterans, the inquiry was "why does the City not do likewise?".

Brenda Rickman, Commissioner of Revenue has researched the matter in consultation with City Attorney Taylor Williams. Commissioner Rickman will be present at Monday's Council meeting to report her findings which are detailed in the attached memorandum. Staff is presenting this as information. If Council desires to pursue the exemption, an ordinance will be prepared for consideration at a future meeting.

Action Recommended: Council direction.

Enclosure



Office of
THE COMMISSIONER OF THE REVENUE

P.O. Box 389
Franklin, Virginia 23851
(757) 562-8547
Fax (757) 569-0964

January 24, 2017

MEMORANDUM

TO: Mr. Randy Martin
City Manager

Mr. Frank M. Rabil
Mayor

FROM: Brenda B. Rickman 
Commissioner of the Revenue

SUBJECT: Personal Property Tax Exemption for Disabled Veterans

In response to your question concerning a personal property tax exemption for disabled veterans for the City of Franklin, the city currently removes the vehicle license fee for one (1) vehicle owned by a veteran that has "disabled veteran" license plates on their vehicle but the personal property taxes are still owed.

At your request, I did check with Southampton and Isle of Wight Counties and found that both of these localities do allow a full personal property tax exemption on one (1) vehicle owned by the 100% disabled veteran and it is usually given to the highest assessed valued vehicle. They have to provide information from the Veterans Affairs Department that they are a 100% service-connected disabled veteran to receive this exemption.

The State Code of Virginia, § 58.1-3506. **Other classifications of tangible personal property for taxation.**
A. The items of property set forth below are each declared to be a separate class of property and shall constitute a classification for local taxation separate from other classifications of tangible personal property provided in this chapter:.....

19. One motor vehicle owned and regularly used by a veteran who has either lost, or lost use of, one or both legs, or an arm or a hand, or who is blind or who is permanently and totally disabled as certified by the Department of Veterans Services. In order to qualify, the veteran shall provide a written statement to the commissioner of revenue or other assessing officer from the Department of Veterans Services that

the veteran has been so designated or classified by the Department of Veterans Services to meet the requirements section, a person is blind if he meets the provisions of § 46.2-100.

Effective January 1, 2011, all localities in the State of Virginia currently provide a Real Estate Tax Exemption for veterans who are 100% service-connected disabled as designated by the Department of Veteran Affairs. For the 2016-2017 Real Estate tax year, we have 10 taxpayers who fall in this category.

The City of Franklin would need to change the ordinance to accommodate these taxpayers if this is the desire of City Council. Also, please remember that personal property taxes are assessed on a calendar year for the effective date.

If I can be of further assistance, please let me know.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS